

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CT 06457

**OPERATIONAL MEMORANDUM**

TO: Child and Adult Care Food Program Center Sponsors

FROM: Maureen Staggenborg, Director, Child Nutrition Programs

DATE: January 17, 2003

SUBJECT: **Operational Memorandum #04C-03:**

1. Save the Date – CACFP Annual Training
2. New Applicant/New Staff Training
3. Sanitation Course
4. Accepting/Rejecting Infant Formula Form – *Revised*

**1. Save the Date – CACFP Annual Training**

The CACFP Annual Training will be held in two separate locations this year to facilitate attendance. In addition to Program updates, the training will include a session designed specifically for cooks, cook assistants and other food preparation staff. The agenda will be mailed at a later date. Details concerning date, time and place are as follows:

**Date, Time & Place**

**August 5, 2003, 9:00 – 1:00 pm**

Lumsden Conference Center  
Community Renewal Team  
555 Windsor Street  
Hartford, CT 06120

**OR**

**August 7, 2003, 9:00 – 1:00 pm**

Thomas E. Carroll Nutrition Center  
Bridgeport BOE Food & Nutrition Services  
113 Federal Street  
Bridgeport, CT 06606

*Lunch will be available at both locations at a reasonable cost to attendees.*

Attendance at the August 5 or 7 meeting is **mandatory** for all sponsors *except* those who were in attendance at the October 1, 2002 CACFP Annual Meeting, which was held at the CT Department of Transportation for sponsors being reviewed this year.

**2. New Applicant/New Staff Training**

Basic Training Workshops on CACFP requirements will be offered four times this year. The schedule and registration form for the 2003 sessions is enclosed. If you have new staff or would like to attend a refresher course on CACFP, please complete the registration form and mail or fax it to the Office of Child Nutrition. *Basic Training workshops do **not** replace the Annual Training Meeting.*

**3. Sanitation Course**

Two announcements for sanitation trainings are enclosed. A 10-hour sanitation course will be held in Meriden beginning February 27, 2003, and a one-day sanitation review session will be held in Trumbull on May 3, 2003. The Food Protection Certification Program exam will be part of both trainings.

#### **4. Accepting/Rejecting Infant Formula Form – *Revised***

In August 2002, a revised list of approved CACFP infant formulas and a form for accepting or rejecting infant formula were distributed to all CACFP center sponsors (Operational Memorandum #14C-02: Allowable Infant Formulas in the CACFP, August 19, 2002). While the formula list is correct, an error was discovered in the accompanying form, "Accepting/Rejecting Infant Formula in the Child and Adult Care Food Program." On the second page under "Follow Up Iron Fortified Formula," the last bullet under "When served to infants under 6 months of age" should say "Ross **Isomil** 2 Soy Toddler Formula (soy based)" instead of "Ross **Similac** 2 Soy Toddler Formula (soy based)."

This correction has been made on the enclosed form, "Accepting/Rejecting Infant Formula in the Child and Adult Care Food Program," dated January 2003. Please discard the previous edition (August 2002) and replace with this revision.

If there are any questions about this information, contact Susan Boyle at 860-807-2074, Susan Bransfield at 860-807-2076 or Benedict Onye at 860-807-2080. Thank you.

Enclosures